

Department	Title of Position
Position Code	Incumbent

As outlined in Article XI of the Constitution (see below) is this position:
 ☐ Exempt/Policy-Making
☐ Excepted
☐ Exempt/Not Policy-Making

Section 5: *The classified state civil service shall consist of all positions in the state service **except** those filled by popular election, heads of principal departments, and members of boards and commissions, the principal executive officer of boards and commissions heading principal departments, employees of courts of record, employees of the legislature, employees of the state institutions of higher education, all persons in the armed forces of the state, eight **exempt** positions in the office of the governor, and within each principal department, when requested by the department head, two other **exempt** positions, one of which shall be **policy-making**. The civil service commission may **exempt** three additional positions of **policy-making** nature within each principal department.*

GENERAL SUMMARY: Briefly summarize the general function and purpose of this position.

DESCRIPTION OF WORK: Briefly describe each major function or program for which the position is responsible. Use a separate numbered paragraph for each function or program.

DESCRIPTION OF WORK (continued):

TO BE COMPLETED BY APPOINTING AUTHORITY

Identify any statutory sections or applicable Public Acts upon which the position functions or pay is based.

List the names and titles of employees immediately supervised by this position.

<u>Name</u>	<u>Class Title</u>	<u>Name</u>	<u>Class Title</u>

Name and Title of Immediate Supervisor

I certify that the entries on these pages are accurate and complete.

Appointing Authority's Signature

Date